

## **DISTRICT FIRE CHIEF**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory and administrative positions, the primary duty of which is overseeing department operations on an assigned shift. Employees of this class assist in the planning, organizing, and evaluation of departmental operations, and make recommendations for consideration by superior officers. District Fire Chiefs supervise subordinate personnel on the assigned shift, conduct fire investigations, oversee inspections and collect information for pre-fire planning, and provide for the maintenance and repair of assigned apparatus and equipment. District Fire Chiefs direct operations at the scene of a fire or other emergency until relieved by a superior officer. Incumbents of this class are required to perform the duties of their positions with a high degree of independence, reporting to and having work reviewed by the Assistant Fire Chief. This class ranks directly below that of Assistant Fire Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages all department operations on an assigned shift. Participates in setting goals and objectives for the department. Conducts inspections of and evaluates effectiveness of assigned personnel and equipment. Gathers information to be used in compiling budgets. Monitors and evaluates local conditions which may become fire or safety hazards. Investigates accidents involving personnel or equipment; determines cause; and recommends procedural revisions to avoid future accidents. Investigates complaints against department personnel.

Supervises preparation and maintenance of departmental records and reports, and periodically inspects record-keeping systems and facilities. Compiles and organizes data needed for reports. Writes reports, and completes any forms or records assigned. Writes letters in answer to written or oral requests of the department, or to respond to problems or complaints.

Informs the public about fire department work by means of talks, demonstrations, or distribution of literature. Acts as department representative to the news media, and answers questions about the operation of the fire department or any related areas of emergency services.



Supervises department employees on an assigned shift. Assigns work and duty areas. Evaluates employee work performance, writes employee evaluation reports, discusses work performance with subordinates, and counsels employees who are experiencing work problems. Resolves employee complaints and grievances. Maintains discipline among subordinates of the department. Provides assistance to subordinates in technical areas of work. Provides employees with informal or "on-the-job" training.

Supervises subordinate employees at the scene of a fire or other emergency until relieved by a superior officer. Directs emergency scene operations such as size-up, rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems, use of water supplies, salvage and overhaul, and safety. Participates in the handling of emergencies involving hazardous materials.

Inspects or directs the inspection of buildings to determine the existence of potential fire hazards. Collects information for pre-fire planning by visiting businesses, schools, and places of public assembly located in an assigned area, and by becoming familiar with all area features which might become important in a fire or emergency situation. Recommends additions to or revisions in fire prevention codes.

Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction. Secures the fire scene to prevent removal or damage of evidence of suspected arson, collects and labels evidence, and assists arson investigation personnel. Testifies in court.

Supervises the general care, maintenance, and repair of department equipment, station and grounds, and other department property. Directs the testing of equipment; assures that equipment meets applicable standards. Oversees the inventory of supplies and equipment, distributes supplies and equipment to personnel as required. Makes recommendations on major purchases for the department.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which will be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Fire Captain for at least two (2) years immediately preceding the closing date for application to the board.

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